



Student Disability Resource Center  
Campus Box 123  
Milledgeville, GA 31061  
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[disability@gcsu.edu](mailto:disability@gcsu.edu)

### DISABILITY RELATED ABSENCES AND MAKE UP AGREEMENT FORM

This agreement pertains to arrangements made for students who have been approved by the Student Disability Resource Center for Disability Related Absences, with a current accommodation letter issued by the Student Disability Resource Center. To ensure the student, instructor and Student Disability Resource Center share a clear understanding of the Disability Related Absences accommodation in this course for this term, the SDRC strongly encourages students and instructors respond to the following points, documenting agreements in writing. Please contact the SDRC with any questions and for consultation or mediation through this agreement.

**Please use one form per course. Do not group courses in one form.**

Key Reminders (student and instructor: please initial by each):

Student Agreement Statement

The nature of this accommodation is for occasional disability related absences. If requests for absences become frequent or routine, the student may need to consider a medical withdrawal and should consult with their Academic Advisor. The student understands that accommodations are not retroactive; instructors are not obligated to accept previous missed absences.

Instructor Agreement Statement

The nature of this accommodation is for occasional disability related absences. If requests for absences become frequent or routine, the student may need to consider a medical withdrawal and should consult with their Academic Advisor. The instructor understands that accommodations are not retroactive; instructors are not obligated to accept previous missed absences.

Student Name:

Signature:

Date:

Faculty Name:

Signature:

Date:

Semester:

Course:

Please state the agreed-upon maximum number of disability related absences for the student in this course: Please do not restate the number of absences allowed for all students in the course. The SDRC considers a general baseline of two additional absences. This number may vary depending on the nature of the disability and/or requirements of the course.

What is the procedure for making up missed in-class assignments given on the day of a disability related absence? Include maximum number of days in-class assignments may be late and how they are to be submitted.

What is the procedure for communicating the need to take a disability related absence?  
Depending on the nature of the student's disability, it is reasonable for the student to notify the instructor of a disability related absence either before or after the missed class session, but in a timely, "as soon as possible" manner.

How will the student obtain missed material presented on the day of a disability related absence?

What is the procedure for making up a missed quiz or test given on the day of a disability related absence?

Please keep a copy for your records and send a copy to [disability@gcsu.edu](mailto:disability@gcsu.edu)